



State of Tennessee
Department of Children's Services

Administrative Policies and Procedures: 15.3

Subject:	Surrender of Parental Rights of a Child to the Department of Children's Services
Authority:	TCA 37-5-105, TCA 37-5-112; TCA 36-1-111
Standards:	Best Practice Standard 12-804, PA-AS 7.01, PA-AS 7.04
Application:	DCS Family Service Workers, Permanency Specialists and all Licensed Tennessee Child Placing Agencies

Policy Statement:

When a parent chooses to surrender his/her rights of a child to DCS, the pertinent surrender form must be used.

Purpose:

The Department of Children's Services is responsible for maintaining all of surrender documents that meets the needs and circumstances of the surrendering parent(s) or legal guardian(s).

Procedures:

A. Forms	The appropriate surrender form is to be completed according to the form instructions.
B. Report status	<ol style="list-style-type: none">1. Once the Surrender has been taken, the child's legal status is to be noted in the child's case record.2. The child's case manager is responsible for completing form CS-0695, Resource Exchange for Adoptable Children in Tennessee Child Entry Information or if the child is already registered with REACT, form CS-0696 Resource Exchange for Adoptable Children in Tennessee Child Status Information to report the surrender action to REACT (Resource Exchange for Adoptable Children in Tennessee).

Forms:	<p><u>CS-0649 <i>Medical/Social History for a Child and Child's Family</i></u></p> <p><u>CS-0651 <i>Surrender of a Child To Tennessee Department of Children's Services Or A Licensed Child Placing Agency By A Parent or Guardian In Tennessee</i></u></p> <p><u>CS-0652 <i>Surrender of Child In Tennessee Directly to Adoptive Parents by a Parent Or Guardian</i></u></p> <p><u>CS- 0653 <i>Surrender of Child By Parent Or Guardian In Another State To The Tennessee Department of Children's Services or a Licensed Child Placing Agency By a Parent or Guardian in Another State or Territory</i></u></p> <p><u>CS-0846 <i>Surrender of a Child by a Parent or Guardian Residing or Temporarily Residing In a Foreign Country to Tennessee Department of Children's Services or a Licensed Child-Placing Agency</i></u></p> <p><u>CS-0847 <i>Surrender to a Licensed Child-Placing Agency or Tennessee Department of Children's Services by an Inmate of a State or Federal Penitentiary.</i></u></p> <p><u>CS 0695 <i>Resource Exchange for Adoptable Children in Tennessee Child Entry Information</i></u></p> <p><u>CS -0696 <i>Resource Exchange for Adoptable Children in Tennessee Child Status Information</i></u></p> <p><u>CS-0697 <i>Resource Exchange for Adoptable Children in Tennessee Family Entry Information</i></u></p> <p><u>CS-0698 <i>Resource Exchange for Adoptable Children in Tennessee Family Status Information</i></u></p>
Collateral Documents:	Continuum of Child's Needs